

# **Accessing Standard Reports And Logs**



## **CAIRS Reference Manual**



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# Introduction

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## Purpose of the Course

This course will familiarize you with accessing CAIRS Standard Reports and making Logs. You will learn which standard reports are available within CAIRS and how to access them. You will also learn how to generate various logs of accident cases; how to specify the log type, organization, and date parameters for generating logs; as well as how to use the wildcard operator, logical operators, and a range operator.

## Objectives

Upon completion of this class, you will be able to perform the following activities:

- ▶ Access and review CAIRS Standard Reports
- ▶ Generate logs of accident cases which match the parameters you specify
- ▶ Perform a count of accident cases which match the parameters you specify

## A Note Regarding Rates

Many of the output reports included in the Standard Reports module include system calculated rates. You should be aware that these rates are based on summary data that is periodically updated rather than on live data. As the CAIRS data is constantly being updated, the summary data will lag slightly behind the live data. This should not generally have a significant effect on the rates. However, if you manually calculate rates from counts obtained from other CAIRS options, you may see some variations.

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## Standard Reports

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The standard reports are prepared from CAIRS data and are used to summarize data reported by the DOE community. CAIRS Standard Reports are static, preformatted reports that are published periodically. These reports are accessible either from the ES&H Technical Information Services (TIS) or from within the CAIRS application.

**NOTE** The CAIRS Standard Reports are available to any Internet user by selecting the **Statistics** icon from the **RECORDKEEPING & REPORTING** web site at <http://tis-nt.eh.doe.gov/cairs/>.

To access the standard reports from CAIRS, select the **CAIRS Database Modules** hyperlink on the **CAIRS** home page. From the **CAIRS DATABASE MODULES** page, click on the **Standard Reports** hyperlink. The **CAIRS STANDARD REPORTS** menu will appear (see **Figure 1**).



**Figure 1** - The **CAIRS STANDARD REPORTS** menu.

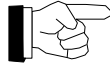
**NOTE** The hyperlinks on the **CAIRS STANDARD REPORTS** menu will take you directly to the respective TIS pages containing the menu selections for these reports. To return to CAIRS from TIS, you must press the **BACK** button at the top of your browser window.

The standard reports do not require user definition. In other words, you do not have to specify which fields or date ranges will be included in the report. These reports come in three types: Field Office Reports, DOE and Contractor Injury and Illness Experience Reports, and DOE Summary Reports.

The standard reports are offered in a couple of different file formats. The format that is displayed by your Web browser is called HTML, which stands for hypertext markup language. This format will be displayed like other Web pages in your browser window.

Some of the reports are also available in PDF file format PDF which is the portable document format developed by Adobe. This format has the advantage of looking like a published document. However, viewing and printing the PDF format requires a special software program called a reader, more specifically, the Adobe Acrobat Reader. The reader is free of charge and can be downloaded easily from the TIS report page.

**NOTE**



If you need to download the Adobe Acrobat Reader, just click on the **download the viewer** hyperlink from the TIS report page. If you require assistance, please call the TIS Help Line.

## Field Office Reports

Published quarterly, the Field Office Reports provide statistical data on the safety performance of the various DOE Field Organizations. These reports contain Injury and Illness Experience, Property Damage Experience, Property Damage Descriptions, and Vehicle Accident Experience. Each publication will be retained for five quarters, to provide for comparison.

Selecting **Field Office** from the **CAIRS STANDARD REPORTS** menu takes you to the **DOE FIELD OFFICE REPORTS** page. The **DOE FIELD OFFICE REPORTS** menu contains a list of field offices and the reports available as shown in **Figure 2**. Tables and graphs of the most recently prepared Field Office Reports are available from the links.

CODE	FIELD ORGANIZATION (Links to Reporting Status)	REPORT AVAILABLE FOR YEAR-QTR	
		1997 - 4	1998 - 1
05	<a href="#">ALBUQUERQUE OPERATIONS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
10	<a href="#">CHICAGO OPERATIONS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
15	<a href="#">DOE HEADQUARTERS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
20	<a href="#">ENERGY TECHNOLOGY CENTERS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
28	<a href="#">GOLDEN FIELD OFFICE</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
30	<a href="#">IDAHO OPERATIONS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
35	<a href="#">NEVADA OPERATIONS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>
40	<a href="#">OAK RIDGE OPERATIONS</a>	<a href="#">1997 - 4</a>	<a href="#">1998 - 1</a>

**Figure 2 - The DOE FIELD OFFICE REPORTS menu (partial).**

Selecting the link on the name of the field organization will take you to a table which displays the reporting status by contractor. This table allows you to determine the completeness of the field office data in the CAIRS database by date.

Field Office reports are available in HTML format. To view a report, just click on the respective hyperlink in the table for the Field Organization and time period of the report you wish. This will bring up the report page for the Field Organization you selected. You have the option of selecting either the tables or the graphs associated with the Field Office Reports (see **Figure 3**).

# Albuquerque Operations

Extracted from CAIRS on May 5, 1998

**TABLES**

REPORT	1997 4th Qtr Only	1997 Through 4th Qtr	1993 Through 1997
Injury and Illness Experience	<a href="#">Qtr Only</a>	<a href="#">Year-to-Date</a>	<a href="#">5-Year</a>
Property Damage Experience	<a href="#">Qtr Only</a>	<a href="#">Year-to-Date</a>	<a href="#">5-Year</a>
Property Damage Descriptions		<a href="#">Year-to-Date</a>	
Vehicle Accident Experience	<a href="#">Qtr Only</a>	<a href="#">Year-to-Date</a>	<a href="#">5-Year</a>

**GRAPHS**

Code	Organization	Injury and Illness Rates			Vehicle Accident Rates		Property Damage Rates	
<b>05</b>	<b>Albuquerque Operations</b>	<a href="#">TRC</a>	<a href="#">LWC</a>	<a href="#">LWD</a>	<a href="#">ACC.</a>	<a href="#">\$LOSS</a>	<a href="#">FIRE</a>	<a href="#">NON-FIRE</a>
0501001	Albuquerque Field Office	<a href="#">TRC</a>	<a href="#">LWC</a>	<a href="#">LWD</a>	<a href="#">ACC.</a>	<a href="#">\$LOSS</a>	<a href="#">FIRE</a>	<a href="#">NON-FIRE</a>
0515002	Mason & Hanger - Amarillo	<a href="#">TRC</a>	<a href="#">LWC</a>	<a href="#">LWD</a>	<a href="#">ACC.</a>	<a href="#">\$LOSS</a>	<a href="#">FIRE</a>	<a href="#">NON-FIRE</a>
0531002	Allied-Signal, Inc.	<a href="#">TRC</a>	<a href="#">LWC</a>	<a href="#">LWD</a>	<a href="#">ACC.</a>	<a href="#">\$LOSS</a>	<a href="#">FIRE</a>	<a href="#">NON-FIRE</a>
0544003	Los Alamos National Laboratory	<a href="#">TRC</a>	<a href="#">LWC</a>	<a href="#">LWD</a>	<a href="#">ACC.</a>	<a href="#">\$LOSS</a>	<a href="#">FIRE</a>	<a href="#">NON-FIRE</a>

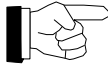
**Figure 3** - An individual **FIELD ORGANIZATION** reports page.

The table on the top of the page contains hyperlinks to the Field Office Report with the data displayed in tabular format. The table on the bottom of the page contains hyperlinks to various graphical reports. The graphs available to choose from include Total



Recordable Cases, Lost Workday Cases, Lost Workdays, Motor Vehicle Accident Rates, Motor Vehicle Loss, Fire Loss Rates, and Property Loss Rates - Excluding Fires.

**NOTE** The arrangement and choices of available tables and graphs may vary depending upon the quarterly period selected.



#### TUTORIAL

### Accessing Standard Field Office Reports

1. From the **CAIRS** home page, select the **CAIRS Database Modules** hyperlink.
2. From the **CAIRS DATABASE MODULES** page, select the **Standard Reports** hyperlink.
3. From the **CAIRS STANDARD REPORTS** menu, select the **Field Office** standard report type.
4. A list of field offices displays. Select the desired field office and time period to display the table of reports or graphs available.
5. Select the desired report or graph.
6. Click on the browser's **BACK** button (or links at the bottom of the page) until you return to the CAIRS application.

## Injury and Illness Reports

Injury and illness experience for all reporting sites is captured quarterly for the current year (year-to-date) and the prior five years within the DOE and Contractor Injury and Illness Experience standard reports. This experience is displayed at different levels and is updated only when all sites have reported. The data are retained until the next quarterly reports are received from all reporting sites and new reports have been generated.

Selecting **DOE and Contractor Injury and Illness Experience** from the **CAIRS STANDARD REPORTS** menu takes you to the TIS page containing these report options. If you scroll down this TIS page, you will find a menu where you can choose from three injury and illness report types as shown in **Figure 4**.

REPORT	FILE FORMAT	
Total DOE and Contractor	<a href="#">PDF</a>	<a href="#">HTML</a>
Total Operation Types	<a href="#">PDF</a>	<a href="#">HTML</a>
Total Field Organizations	<a href="#">PDF</a>	<a href="#">HTML</a>

**Figure 4 - The DOE INJURY AND ILLNESS REPORT options.**

These reports depict injury and illness experience data at various levels of detail. The first report presents accumulated data for all DOE and is displayed by year, by quarter. The second report presents data by operation type. You may select from a listing of Operation Type hyperlinks to display your report or scroll through the complete report. The third report presents the data by field office. You may choose from a list of Field Organization hyperlinks to display your report or scroll through the entire report.

The bottom of the menu page contains hyperlinks to supplementary information including a **Current List of DOE Reporting Organizations**, a **Glossary** of terms used in these reports, and an **Explanation of Calculations** used to compute rates.

## Accessing Standard Injury and Illness Reports

1. From the **CAIRS** home page, select the **CAIRS Database Modules** hyperlink.
2. From the **CAIRS DATABASE MODULES** page, select the **Standard Reports** hyperlink.
3. From the **CAIRS STANDARD REPORTS** menu, select the **DOE and Contractor Injury and Illness Experience** standard report type.
4. Scroll down the page to the table listing the three levels of detail for the report. To view a report, select either the **PDF** hyperlink or the **HTML** hyperlink for the desired level of detail.
5. Click on the browser's **BACK** button until you return to the CAIRS application.

**REMINDER:**

Portable Document Format (PDF) requires an Adobe PDF viewer which can be downloaded free. HyperText Markup Language (HTML) does not require a viewer and contains hyperlinks.

## DOE Summary Reports

DOE Summary Reports contain year-to-date tables and bar charts displaying DOE complex-wide injury/illness, property damage, and vehicle accident performance. Also included are ranked comparative injury/illness performance of all reporting sites, sorted by operation type. These reports are generated quarterly after all sites have reported and are retained indefinitely.

Selecting **DOE Summary** from the **CAIRS STANDARD REPORTS** menu takes you to the TIS page containing quarterly and annual summary report options as shown in **Figure 5**.

Published quarterly, the Injury and Property Damage Summary reports provide statistical data on the safety performance of the Department of Energy (DOE) and the various DOE sites. Statistical information is available for any of the following periods:

**[1997 - January Through December](#)**

**[1997 - January Through September](#)**

**[1997 - January Through June](#)**

**[1997 - January Through March](#)**

**[1996 - January Through December](#)**

**[Errata and/or Revisions](#)**

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**[Archived Reports](#)**

**Figure 5 - The DOE OCCUPATIONAL INJURY AND PROPERTY DAMAGE SUMMARY REPORTS page.**

The **Errata and/or Revisions** option provides descriptions and copies of some prior reports, reissued due to error or significant revisions. As time progresses and more reports become available, the existing reports are moved to the **Archived Reports** hyperlink to make room for the current ones.

Selecting one of the hyperlinks from this page takes you to a page containing a table of contents, each element of which is a hyperlink to a section of the report. A PDF hyperlink is also available if you wish to download the entire report in PDF format.

## Accessing Standard DOE Summary Reports

1. From the **CAIRS** home page, select the **CAIRS Database Modules** hyperlink.
2. From the **CAIRS DATABASE MODULES** page, select the **Standard Reports** hyperlink.
3. From the **CAIRS STANDARD REPORTS** menu, select the **DOE Summary** standard report type.
4. Select the desired summary report option from the list of options. (A page containing the table of contents for the requested report will be displayed.)
5. To view a particular section of the report, select the desired hyperlink from the table of contents.
6. Click on the browser's **BACK** button until you return to the CAIRS application.

### Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Access a DOE and Contractor Injury and Illness Experience standard report. Use the Total Field Organizations level of detail in HTML format for Pittsburgh Naval Reactors organizations (60).

What is the Cost Index for the first quarter only of 1994? \_\_\_\_\_

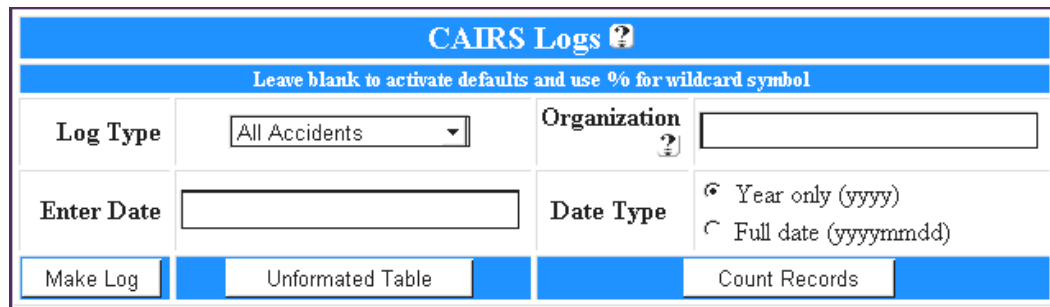
What is the total number of lost work days (LWD) for 1996? \_\_\_\_\_

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## Logs

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CAIRS provides a means of generating logs of accident cases. A log is a listing of one-line summaries of selected cases. You can define which one-line summaries are included in your log by specifying three parameters: log type, organization, and date. To access the **CAIRS LOGS** menu, select the **CAIRS Database Modules** hyperlink on the **CAIRS** home page. From the **CAIRS DATABASE MODULES** page, click on the **Logs** hyperlink. **Figure 6** shows the **CAIRS LOGS** main menu which will appear.



**Figure 6 - The CAIRS LOGS main menu.**

### Specifying CAIRS Logs

To specify which report summaries will be included in your log, you must either accept the default values as assigned to you when you received your user ID and password, or you must specify the values of the three fields depicted in **Figure 6** above. These fields are detailed in the following sections.


#### Log Type

The **LOG TYPE** selection box is where you choose from among all accidents (which is the default), all injuries/illnesses, or all property/vehicle. To change this selection, simply click on the drop-down arrow at the right end of the box, and then select an option from the pop-down menu (see **Figure 7**).



**Figure 7 - The LOG TYPE selection box.**

## Organization

You can specify an organization by entering an organization code in the **ORGANIZATION** edit box. If you leave the box empty, the specification will default to the organization(s) under your jurisdiction. A listing of all reporting organizations within DOE may be accessed by clicking on the Help icon  next to the word, **Organization**.

The **ORGANIZATION** edit box allows the use of a wildcard operator (%); logical operators *and*, *or*, and *not*; and a range operator *between*. A complete explanation of these can be found in the on-line helps. Examples of each type are in the following table.

Example Entry	Explanation
<b>Wildcard operator</b> 050%	All organizations whose codes begin with 050 (Albuquerque Office, Service Subs, Transportation Division, and Central Training Academy)
<b>Logical operator (and)</b> 0501001 and 0502209	Although <i>and</i> will not cause an error, it is illogical to use it in this instance since the same case cannot be reported in two organizations.
<b>Logical operator (or)</b> 0501001 or 0502209	Either organization 0501001 or 0502209 (Albuquerque Office or the Central Training Academy)
<b>Logical operator (not) with wildcard</b> 05% and not 0502209	All organizations starting with 05 except 0502209 (all Albuquerque except the Central Training Academy)
<b>Range operator (between)</b> between 0540001 and 0544006	All organizations with codes between 0540001 and 0544006 (Los Alamos)

## Date Type

The **DATE TYPE** box has two radio buttons that allow you to specify the format for the date criteria in the **ENTER DATE** edit box. If you select year only (the default), then you may enter years in the **ENTER DATE** edit box. If you leave the **ENTER DATE** edit box blank, it will default to the previous 12 months.

If you select full date, then you must enter a complete date in **yyyymmdd** format in the **ENTER DATE** edit box. Entering a date incorrectly will return zero records indicating an error.


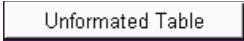
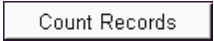


## Enter Date

Once you have specified the *type* of date in the **DATE TYPE** box, you can enter a date or a date range in the **ENTER DATE** edit box using the same operators described in the **Organization** section above. Acceptable examples would include “**199%**”, “**1994 or 1995**”, “**199% and not 1996**”, and “**between 1991 and 1996**”. An example that should always return zero records is “**1995 and 1996**” since a single accident cannot be reported in two years.

## Command Buttons

At the bottom of the **CAIRS LOGS** menu page (see **Figure 6**) are three command buttons. These buttons allow you to submit your selections to the database and receive a response. Each button is described below.

Command Button	Function
	Submit the selections to the database and prepare a log file using the selections as criteria. Display the formatted, HTML log file in the browser window. (For an explanation of the acronyms used in the logs, click the help icon located on the report page.)
	Submit the selections to the database and generate a table listing all records that fit the criteria. Display an unformatted ASCII text file in the browser window.
	Submit the selections to the database and count the records that fit the criteria. Display the number of records, the maximum work days lost (WDL), maximum work days lost restricted (WDLR), and maximum loss on the <b>CAIRS LOGS</b> menu page.  (This option is useful when trying to determine the number of records a set of selection criteria will return. Occasionally, you may need to specify more restrictive criteria if the number of records is too large for useful evaluation.)

CAIRS logs may contain sensitive information that is crossed out as shown in **Figure 8**.

CAIRS ACCIDENT LOG ?												
Number of cases selected 27, maximum WDL=6, maximum WDLR is 50, maximum LOSS is 0												
						Reporting Organization: Bechtel Nevada - Las Vegas						
Accident Type	CASE #	MULT CASE	ACCIDENT DATE	INV. TYPE	INITIAL ENTRY DATE	LAST ENTRY DATE	WDL	WDLR	\$ LOSS	CASE CLOSED	NAME/DESCRIPTION	CODE
I	<a href="#">1995013</a>		01/13/1995	C	07/03/1995	12/07/1995	0	15	0	YES	XXXXXXXXXXXX	Injury
I	<a href="#">1995001</a>		01/31/1995	C	04/30/1995	10/04/1995	0	2	0	YES	XXXXXXXXXXXX	Injury
I	<a href="#">1995002</a>		02/20/1995	C	04/30/1995	05/11/1995	0	0	0	YES	XXXXXXXXXXXX	Injury
I	<a href="#">1995003</a>		03/06/1995	C	04/30/1995	06/26/1995	1	6	0	YES	XXXXXXXXXXXX	Injury
I	<a href="#">1995004</a>		03/13/1995	C	04/30/1995	05/11/1995	0	0	0	YES	XXXXXXXXXXXX	Injury

**Figure 8** - A sample CAIRS LOG.

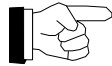
If you require access to privacy information, you may apply for access to that information. A copy of the document used to coordinate requests for this information can be obtained from the ES&H Helpline at (800) 473-4375. This document identifies the specific organization(s) for which you require privacy information and the signatures required for approval.

Upon completion and approval of the form, it should be submitted by facsimile to EH-51, ATTN: Janet Macon at (301) 903-8497 for processing.

## Generating Logs of Accident Cases

1. From the **CAIRS** home page, select the **CAIRS Database Modules** hyperlink.
2. From the **CAIRS DATABASE MODULES** page (or from the bottom of most CAIRS pages), select the **Logs** hyperlink.
3. From the **CAIRS LOGS** main menu, you must define which case summaries you want included in your log.
4. You have two options:
  - a. You can accept the default values of the three parameters and select either the **MAKE LOG** button or the **COUNT RECORDS** button, or
  - b. You can specify the values desired for the three parameters and then select either the **MAKE LOG** button or the **COUNT RECORDS** button.

### NOTE



Using the selected criteria, the **MAKE LOG** button prepares and displays the log file in the browser window in a formatted table. The **UNFORMATTED TABLE** button prepares and displays the log file in the browser window in unformatted plain text. The **COUNT RECORDS** button only counts the records that match the selected criteria.

### Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Generate a count for all accidents for all organizations within the Golden Field Office (organization codes begin with 280) for 1995.

From the generated count, how many cases were selected in the count? \_\_\_\_\_

What is the maximum number of work days lost (WDL) per case? \_\_\_\_\_

What is the maximum number of work days lost restricted (WDLR) per case? \_\_\_\_\_

What is the maximum loss? \_\_\_\_\_

2. Now, make a log from the same parameters defined above.

What is the total number of work days lost (WDL) for the query? \_\_\_\_\_

### Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Prepare a log for all accidents for Argonne National Laboratory - East (organization number 1000703) or Argonne National Laboratory - West (organization number 1000713) for the first six months of calendar year 1995.

What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - East? \_\_\_\_\_

What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - West? \_\_\_\_\_

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## Exercise Solutions

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### Exercise 1

1. Access a DOE and Contractor Injury and Illness Experience standard report. Use the Total Field Organizations level of detail in HTML format for Pittsburgh Naval Reactors organizations (60).
  - a. From the **CAIRS STANDARD REPORTS** menu, select the **DOE and Contractor Injury and Illness Experience** hyperlink.
  - b. Scroll down to the table listing the three levels of detail for the report.
  - c. Click on the **HTML** hyperlink for the third level of detail (Total Field Organizations).
  - d. From the major groupings list, select **60 PITTSBURGH NAVAL REACTORS**.
  - e. Now, scroll down through the report to answer the questions.

What is the Cost Index for the first quarter only of 1994?     \$ 3.33

What is the total number of lost work days (LWD) for 1996?     308

## Exercise 2

1. Generate a count for all accidents for all organizations within the Golden Field Office (organization codes begin with 280) for 1995.
  - a. From the **CAIRS LOGS** main menu, define your parameters as follows:  
Log Type: All Accidents  
Organization: 280%  
Enter Date: 1995
  - b. Click on the **COUNT RECORDS** button.

From the generated count, how many cases were selected in the count? 32

What is the maximum number of work days lost (WDL) per case? 9

What is the maximum number of work days lost restricted (WDLR) per case?  
36

What is the maximum loss? 0

2. Now, make a log from the same parameters defined above.
  - a. Click on the **MAKE LOG** button.

What is the total number of work days lost (WDL) for the query? 23

### Exercise 3

1. Prepare a log for all accidents for Argonne National Laboratory - East (organization number 1000703) and Argonne National Laboratory - West (organization number 1000713) for the first six months of calendar year 1995.
  - a. From the **CAIRS LOGS** main menu, define your parameters as follows:
    - Log Type: All Accidents
    - Organization: 1000703 or 1000713
    - Click on the **FULL DATE** radio button
    - Enter Date: between 19950101 and 19950630
  - b. Click on the **MAKE LOG** button.

What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - East? 240

What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - West? 16